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1918

r Course of Stenography

*of the teachers, of the students, of the pro-
id Court official Stenographers who wish
to attain a speed of from 200 to 250 words a
minute; simplify their labor and render the
reading of their notes extremely easy.*

This course is based strictly on the principles laid down
in the Elementary Course.

— BY —

DENIS-R. PERRAULT

Prof. of Stenography at St. Mary's College, Convent of the
Sacred Heart, at the Monument National, of the French
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to 1187 pupils, etc.

EPHEMERIDES

DENIS-ROMULUS PERRAULT

Canadian representative of the Institut Sténographique, Paris, (1886).—Awarded a silver medal by the Institut Sténographique, Paris, (1889).—Canadian representative of the "Journal des Sténographes" (1890 to 1897).—Honorary member of the Alliance Sténographique Mantaise, France, (1890).—Honorary Member of la Ligue Sténographique du Pensionnat Couvreur, Gondecourt, France, (1890).—Honorary Member of the Club Sténographique de la Concorde, Fribourg, Switzerland, (1890).—Organizer of the first stenographic exhibition in Canada, presided by His Grace Mgr. Fabre, Archbishop of Montreal, (1889).—Awarded certificate with Honors, for stenography, by the Board of Civil Examiners, Ottawa, (1889).—Founder, President and Professor of the Canadian Shorthand Association, Montreal, (1891).—Founder of the Cercle des Ecoliers Sténographes, St. James School, Montreal, (1891).—Member of the Association of Volapuk, (1898).—Correspondent of the Bureau of Education, Stenographic and Ethnographic Section, Washington, D. C., (1899).—Lecturer at the Mount St. Louis Institute, Montreal, (1892).—Professor of stenography at St. Mary's College, Montreal, (1894-1896).—Awarded a Gold Medal by the President of the French Republic, (1896).—Also several other medals. Professor of stenography, public courses, Monument National, (1906-1915).—Professor of French and English stenographic courses given in "La Presse," (1907).—Professor of Stenography at the Sacred Heart Convent, Montreal, (1910).—Professor of Stenography (pedagogic course) at the Scholasticate of Côte des Neiges, (1910).—Diplôme Hors Concours, at the International Exhibition of Cairo, Egypt, (1912).—Canadian Correspondent to several stenographic journals in France, Belgium and Switzerland. — Author of adaptations of stenography to English, Latin, Italian, Spanish, Japanese, Volapuk, Greek, Arab, Russian, Chinese, Hindustanee, Iroquois, Montagnese, Algonquin, Hudson Bay and St. Maurice Indians, Canadian Representative of the "L'Eclair Sténographique," Bordeaux, France, (since 1915). etc.

FOURTH EDITION
MONTREAL-CANADA
MCMXVIII



Superior Course of Stenography

PERRAULT-DUPLOYAN



Denis R. Perrault



Emile Duployé

PREFACE

It is useless to define here the utility of stenography. It is so well recognized by the students, who have gone through our Elementary Course, and those who have practised the art know and appreciate so much its indisputable value that it would be superfluous to attempt to demonstrate its advantages.

There exists a great number of systems, all more or less practical—a number of them are rather impracticable—. In our system there is no shading, no position, no ruled lines, the vowels and consonants are joined together and follow each other in their natural order as in the ordinary writing, and the angles are practically absent.

Duployé's French Stenography is incontestably the simplest, the easiest, the most legible and the fastest of all. Relatively new compared to the several other systems, it is by far the most popular in France, Belgium, Switzerland and in Canada where it is almost exclusively used. Its superiority has been so well recognized that

several adaptations to the English have been made, the most important being Sloan's in England and Pernin's in the United States and Canada.

These adaptations are unfortunately very defective ; the former on account of its shading principles, the latter on account of its fixed vowels, a source of numberless angles. These defects hamper the speed to a great extent.

Having at our disposition such an excellent system as Duployé's which we understand thoroughly, it was an easy matter for us to create rules that are in harmony with the English and enable the stenographer to attain great speed and to read his notes with an extreme facility.

The best proof of the superiority of our system lies in the fact that we have formed more Court Official Stenographers (50) practising in the Province of Quebec than have all the other systems combined.

The professional stenographer or the student will learn the rules of this course with great facility because they are all essentially based upon those of the Elementary Course which is simplicity itself.



NOTICE

The previous editions of our English Course have been so much appreciated by the teaching community that we have, since, worked incessantly to the improvement of our method in order to attain perfection.

Have we succeeded in our task? We leave the reply with those interested in the teaching of a good method.

We are confident that the verdict will be in our favor if we must judge from the innumerable testimonials we have received from Canadian and American institutions. All proclaim in most unequivocal terms the superiority of our system which is superseding all those existing to-day.

We ask the teachers, the students and the stenographers to compare impartially our method with all the others and not to be guided either by prejudice or cupidity and if they are not biased by ignorance we are convinced that they will find in our method an ideal professional stenography; a system from which shading, positions, angles and fixed vowels have been mercilessly banished.

The general adoption of our method has been simply phenomenal. This demonstrates superabundantly that the need of a stenography, easy to learn, simple and practical, of an extreme legibility and very rapid was greatly needed.

Hundreds of stenographers practise our system in the many spheres where stenography is used.

Our several works have been approved by the Board of Public Education, this is an evident proof that they have been found worthy of the confidence of those who are interested in the art.

INTRODUCTION

Now, pupils, you are entering in the syntax of stenography. While the syntax in grammar is more difficult than the elements, while the fractions, algebra, &c., are more difficult than the four elementary rules of arithmetic, the Superior Course of stenography is even easier than the Elementary Course. Is not this encouraging when one considers how complicated are all the other systems? So much so that hundreds of students give up the study in despair after months of strenuous labor!

The rules of the Elementary Course should be strictly observed. The signs should not be altered nor new ones created. It is needless to warn the student not to embody anything from other systems in ours as it would only tend to complicate rather than simplify the work. Our "Fifteen Hundred Abbreviations" being grafted on the Superior Course as the latter is grafted on the Elementary Course, it follows that it is essentially important to study intelligently and practise our method.

When an abbreviation is logically construed and well acquired, it will be seen that the reading of abbreviated words is easier than unabbreviated ones. As paradoxical as this may appear, it is, nevertheless, true.

Written fast, the stenograms are somewhat deformed, the straight lines are inflected, the half circles straightened, and the proportions are hardly maintained. In simplifying the signs, or substituting simples ones for those that are most apt to be deformed we attain a greater precision; the movements are less precipitated and the hand becomes firmer and is no longer animated with that agitation which prevents it from being accurate.

The advantage of abbreviations is that they enable the stenographer to attain a higher speed and to follow with ease an orator however voluble he may be.

—A stenographer who would write 150 words without abbreviations would write from 200 to 250 with their use.

This assertion is incontestable. In our system that we preconise, the number of strokes is reduced by more than half, the most difficult signs are replaced by shorter and simpler ones. All these simplifications conduce to speed and perfect legibility.

In sentences of one hundred words written in integral stenography, we counted 105 strokes of the pen to only 33 in abbreviated style. A gain of 35%.

The process of abbreviations has another advantage: it economizes, in a considerable proportion, the labor of the stenographer. If he has but one half of the signs to write he will tire to that extent less and will, naturally, take down notes so much faster.

The use of dots, accents and secants plays a most important role in abbreviations. They offer this double advantage: they indicate the omission of certain letters and also of one or more syllables at the end of a word.

In order to join together certain words or terms such as: "and-in, on-that, and-this-is-the, Bill-of-Lading," &c., we have operated these junctions with unusual angles, the presence of which indicates clearly that the first part of the sign does not belong to the second since the angle would have been otherwise omitted. (See rules 3, 4.)

Rules 13 and 14 of the "**Elementary Course**" and the rules 1, 2, 3, 4 of this course demonstrate how easily and how advantageously several words may be joined together.

TRAINING

The first rule to follow in order to attain professional speed in a short time is to write the signs well: *a good stenographer a good calligraphist*. If this rule is not closely observed, the chances of success will be greatly lessened. It is always easy to read notes that have been written slowly but not quite so when the stenograms have been written at a great speed and, as a natural consequence, more or less deformed.

The second rule to follow is to eliminate all the accents and dots as used in the "**Elementary Course**". Our Superior Course, as we have already stated, is based on their omission which, be it said, does not offer the slightest difficulty provided, of course, the vowels are written strictly in accordance with the rules laid down in the Elementary Course.

We advise the teachers who take a real interest in the welfare of their pupils and who wish to form competent stenographers to teach these rules so that the student may be able to eliminate all accentuations from the start and thus facilitate his advancement in the Superior Course.

Another principle, no less important, is not to tolerate any useless or incorrect signs. Tolerating them would supply a too fertile source of waste of time and of errors for, once the habit acquired, it would be very difficult to eradicate.

Each stenogram, each letter should be written with an easy, smooth and regular movement ; the pen should not stop while passing from one word to another ; the speed should always be uniform, and uninterrupted ; it should not be lessened in curves nor accelerated in straight lines.

To use a comparison, the pen should move, advance on the paper with a steady regularity as though it were put into movement by clock-work. The closer one will adhere to this rule, the less one will have to hasten in taking down notes: *The real stenographer writes slowly.* It is very easy, indeed, to attain this most important condition ; write as slowly as possible ; the fingers—not the forearm—should move. There is no muscular movement in stenography.

Our neophytes can hardly write "papa" but they believe themselves expert stenographers and they rush madly—they want to make speed. This, as we have demonstrated, is a serious mistake and will inevitably compromise the future of the student as a stenographer.

Training for speed should only begin when the preceding instructions have been followed.

Always read your notes—a stenographer is not only a word catcher, he should, above all, be able to decipher instantly the stenograms even when they have been somewhat deformed through speed—. Our "Reading Exercises" are particularly recommended to the student as they are most suitably adapted to familiarize him with the signs.

STENOGRAPHIC EXERCISES.

In learning music or singing the student must go over and over again the same exercises, repeat the same notes ; likewise, to acquire speed in stenography and, at the same time, accuracy the student must write the same words, the same phrases, not only two or three times but several times.

The student should now learn the abbreviations. It would be a mistake to defer their use. Why should he persist writing integrally words that he must eventually abbreviate? In our "FIFTEEN HUNDRED ABBREVIATIONS" he may select those that will be most useful to him whether he intends to become professional or Court Official Stenographer.

On writing a text from the "DICTATION EXERCISES," the student will readily see that some words offer, perhaps, a certain difficulty on account of their being more unusual than others ; he must correct them and write them till they can be mechanically drawn, so to speak.

Now, the student will occasionally time himself in order to enable him to see what progress he is making in speed. Should he lose ground let him start with a new vigor.

The task is easy. Our pupils who only receive an hour's lesson three times a week generally reach the 125 or 150 words mark in two or three months, practising but one or two hours *daily*.

Is not the task extremely easy and very encouraging, dear readers? Can the same result be attained with other systems?

STENOGRAPHIC CODE.

The professors who correct the exercises outside of their class may use our Code with advantage; it will spare them quite an amount of writing. At the very beginning of the course they will draw the attention of the pupil to the following conventional signs;

- 1.—A figure under the stenograms indicates the rule to which the defective sign applies.
- 2.—A dash under the stenogram means that it should have been written on the line, not under.
- 3.—A dash above the stenogram means that it should have been written on the line, not above.
- 4.—An arrow indicates the direction that the pen should take in the writing of a sign.
- 5.—‡ Write the signs well.
- 6.—¶ Write smaller.
- 7.—† Write preferably thus:.....
- 8.—[Compare your stenograms with mine.
- 9.—] Study your rules well.
- 10.—+ Don't write fast, yet.
- 11.—§ Don't write so heavily.
- 12.—E See rule.....“Elementary Course”.
- 13.—= An abbreviation.
- 14.—A dotted circle around a stenogram signifies that it could have been omitted.



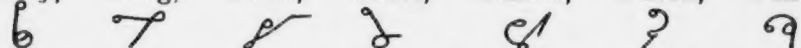


SUPERIOR COURSE OF STENOGRAPHY

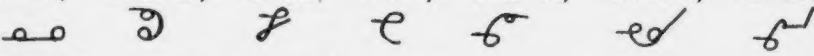

GRAFTED ON PERRAULT-DUPLOYAN'S

ELEMENTARY COURSE


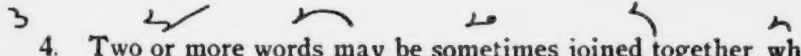
1. The article "a" is always joined to the following word when it begins with a consonant:

a boy, a dog, a cart, a vote, a mark, a neck, a shop.


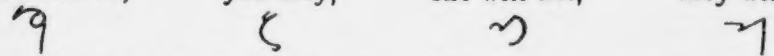
2. The proposition "to" and the adverbs "so" and "too" are always joined to the following word when it begins with a consonant. (Elementary Course, Rule 14):

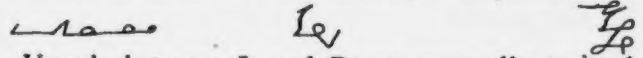
to do, to know, to call, to me, to skate, too sore, too little,

 too far, so near, so late, so soon, so vague, so bad.


3. The conjunction "and" and the propositions "in" and "on" are generally joined to the following word, in which case they must be written as if they were isolated. (E. C. Rules 86, 87, 88; Superior Course, Rule 33):

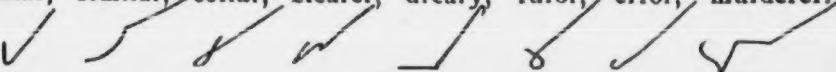
and the, and she, and they, and which, in the, in my,

 in his, on their, on which, on that, on this, on her.


4. Two or more words may be sometimes joined together when it can be done without detriment to legibility. (E.C. Rule 13, S.C. Rule 33):

I should be, you may, she will not, they will be.


I would like to do that, I want to feel, do you want to go to the.


5. Vowels between L and R are generally omitted in which case the letter R is doubled.

pillar, similar, collar, clearer, dreary, furor, error, murderer.


6 B is generally omitted in the prefixes AB, ABS, OB, OBS :

abdicate, objurat[i]on, abnegat[i]on, abnormal, obnoxious,
 obtain, absence, obscene, obstacle, obscure, abstain,
 absurd, abstract, abscond.

7. B, medial, is usually omitted:

substance, subside, subterfuge, subject.

8. D in the prefix AD is usually omitted:

admirable, admonish, advantage, advocate.

9. D is generally omitted in words ending by LD :

Bald, build, fold, told, sold, mould, child.

10. D, S, T are omitted when between two curved consonants ; then, the vowels A, O, OW are written inside of the one following : contrarily to rule 24 of the E. C. :

anatomy, matinee, matting, monotony,

11. D, S, T are omitted when between a straight and a curved consonant forming no angle

The vowels A, O, OW are written outside of the curve ; just the contrary to rule 25 of E. C. :

method, retouch,

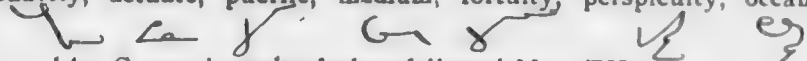
12. D, S, T are omitted in writing the vowels A, O, OW inside of the angle ; just the contrary to rule 26, E.C. :

metal, total, motive, consonant, catholic, battle, resolve,
 momentous, proceed, message, redouble, passage, redoubt.

13. E, I, U may be omitted in the diphthongues ea, eo, ia, io, ium, ooa, ua, ue, ui, ious, uous, &c. ;

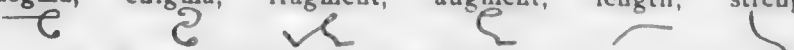
recreate, geography, mimeography, creosote, radiate, mania,
 anaemia, poniard, lariat, unctuous, previous, period, persuasion,

suavity, actuate, puerile, medium, fortuity, perspicuity, oceanic,



14. G may be omitted when followed M or TH :

dogma, enigma, fragment, augment, length, strength.



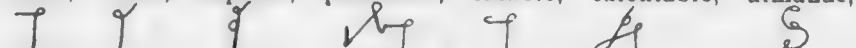
15. K may generally be omitted when preceded or followed by S or T :

accident, occiput, accessory, tocsin, vexed, factor, octagon


doctrine, actual, activity, excellent, victor

16. L may be generally omitted when final, and frequently when in the body of a word :

table, cable, capable, profitable, eatable, calculable, almanac,


alcohol, alternate, almost, cultivate, flatly, kindly, laudable, laughable.


17. P in the prefixes AP and OP, may be omitted when followed by S or T :


aptitude, optician, optimist, optional.




18. R medial or final may be omitted whenever this can be done without prejudice to legibility :

art, arch, brass, broad, draft, drug, drove, dram, fort, frog, graze,


hard, nerve, port, trash, treasure, truck, prepaid, over, cover.


19. R is generally omitted in words ending in DR, TR. :

other, order, ladder, father, mother, laughter.




20. S may be omitted when followed by PH (f) :

asphyxia, asphalt, atmosphere, philosophical.



21. T may be omitted when preceded by F, K or P. :

abrupt, attempt, contract, accept, direct, distract, effect,


left, raft, respect, script, select, suspect, tact.



SYMPHONES

22. The symphones BB, DD, DT, TD, TT, DS, DSD, DST, GG, RR, VV, CHCH, CHJ, JJ, JCH, MM, NN, SS, SZ, ZZ are represented by their respective characters, but enlarged:

Biblical, deed, dead, did, December, deduce, decided, disappear,
 destitute, distraction, detest, discredit, indiscreet, distance,
 candidate, attend, related, intended, modesty, doubted,
 church, change, judge, gigue, moment, memory, mimic,
 mummy, known, rarity, since, success, succeed, sensible,
 incessant, accessory, cease, leases, gaseous, breezes, amazes.

23. When the last letter of a word is a similar consonant or a cognate to the first letter of the following word, the two words can be joined by dropping one of the consonants. This simple rule conduces to rapidity without the least prejudice to legibility. It can be applied in a general manner, even when the words are abbreviated:

as said, at those, at them, grab bag, had they, had those,
 had that, had done, has some, has so, has sat, has still,
 hold them, hold their, last day, last still, last summer, let that,
 let these, let those, let them, let down, side door, get down,
 sit down, short time, right time, bed time, bad time, first time,
 best time, good time, told their, told them, told those,
 spend thrift, send them, send that, sent that, sent those,

would they, bought that, fought their, silk coat, laid down,

are wrapped, are right, or rather, ought to, ought those, rat trap,

want to, want that, great deal, good deal, with their, with that,

with this, with those, with them, eat them, eat that, eat these,

eat those, did they, a not(her) thing, should they, it would,

24. Words ending in CIOUS or TIOUS (sh us) are represented by the sign SH-S, eliminating the medial vowel:

malicious, fallacious, obnoxious, cautious, captious.

25. The vowels are omitted when between MN, NM, JS, SJ, CH-S, S-CH.:

mean, name agency, singe, satchel, chance, sage, patience.

26. When a word ends by one of the nasals AN, EN, IN, ON, these are omitted when the end of the word can be crossed by the following word (simposition):

Your son called. The man left the train to take the boat. The sheet

of tin was cut in ten pieces. The German was wounded by the

Frenchman whom he had provoked. He was accused of arson by his

own cousin Fred. There is no reason to run so fast. Can they come?

Even then the work was not done well.

NOTE.—The rules 26, 27, 28, 29 and 30 are particularly recommended to the students who have studied our French Course (See Cours Supérieur de Sténographie, règles 45, 46, 47, 48.)

27. When a word ends in DAN, DEN, DIN, TAN, TEN, TIN and that the following one begins with D or T the latter is written over the preceding letter (supraposition); this enables us to omit the nasals "an" "en" "in":

I travelled in ten different countries. I will tan that leather I want

[Handwritten shorthand for "I travelled in ten different countries. I will tan that leather I want"]

a sheet of satin to cover the ten tin toys. Give the platen to the boy.

[Handwritten shorthand for "a sheet of satin to cover the ten tin toys. Give the platen to the boy."]

The rotten tomatoes are in the tin dish.

[Handwritten shorthand for "The rotten tomatoes are in the tin dish."]

28. When a word ends is DON or TON and that the following one begins with D or T the latter is written under the preceding letter (infraposition) beginning just where the accent would be; this enables us to omit the nasal "on":

If you have some coal send a ton to that man down town to-night.

[Handwritten shorthand for "If you have some coal send a ton to that man down town to-night."]

29. When a word ends in Ē or Ĭ these vowels may be omitted when the following sign can be conveniently written over the preceding consonant; beginning just where the accent would be:

Go and see them. She has only three dollars. The candy is not

[Handwritten shorthand for "Go and see them. She has only three dollars. The candy is not"]

very sweet. Kindly tell me. Minnie will not go. Archie left for

[Handwritten shorthand for "very sweet. Kindly tell me. Minnie will not go. Archie left for"]

the city last night. How much money have you? It is a lovely

[Handwritten shorthand for "the city last night. How much money have you? It is a lovely"]

dress. It is a pity that you cannot see this.

[Handwritten shorthand for "dress. It is a pity that you cannot see this."]

30. When a word ends in Ā or Ê, these vowels is omitted when the following sign can be conveniently written under the preceding consonant.

Lay still. Pay those men to-day if you can. I may leave in a day

[Handwritten shorthand for "Lay still. Pay those men to-day if you can. I may leave in a day"]

or so. They may stay if they like. They say that May prepares

[Handwritten shorthand for "or so. They may stay if they like. They say that May prepares"]

the clay in the tray for Rose. They will stay there to-day, I think.

[Handwritten shorthand for "the clay in the tray for Rose. They will stay there to-day, I think."]

31. M and N are represented by a double M in words where the following combinations are found : MM, MN, MNM, MS, MNS :

momentaneous, promenade, manifest, communication, minimum,
domicile, humanity, manuscript, emanate, gymnastic.

32. N and M are represented by a double N in words where the following combinations are found : NN, NM, NMN, NS, NMS :

nomination, nomenclature, unanimous, phenomenon.
ornament, numismatic, anonymous.

33. The repetition is represented by the sign R : /
(a) it is used to express certain locutions :

From door to door.

I followed him step by step.

(b) to indicate couples :

The father and the mother.

I saw his uncle and his aunt.

I am speaking to that lady and gentleman. The King and the Queen have arrived.

(c) to indicate oppositions :

I can neither read nor write

He examined him from head to foot.

We inspected the house from top to bottom

(d) signifies that the answer, whether in the affirmative or in the negative, is the repetition of the question :

Do you know him well?

Yes, I know him well.

Are you sure

of that?





























No, I am not sure of that.

Did you see him there?

No, I did not see him there.





SYNOPTICAL TABLE OF PREFIXES AND SUFFIXES

34. The prefixes are syllables that precede the principal part of words, the radical, that is to say the propositive particules that enter in the composition of words to which they are inherent.
Several of the prefixes and suffixes are of Greek or Latin origin and they present themselves under different forms to which, however, we have given such distinct signs that equivocal are utterly impossible.
No other prefixes nor suffixes than those hereunder given should be used.

PREFIXES	SIGNS	EXAMPLES
35. after.	sign "af"  joined to the word.	afternoon,  after-thought,  afterwards.
36. anti, ante.	accent (an) ' placed above the following sign.	anticipate,  ante-room,  ante-chamber.
37. circum.	sign "C" near which is written the rest of the word.	circumvent,  flex,  navigate,  circumcise.
38. contra, contri, contro, counter	"k" / sign above the sign which follows. secant  -  across the beginning of the word.	cognizant,  commit countenance. contract,  contribute,  counterpart,  contradiction,  contravention.
39. des, dis, dest, dist	long "d"  (see rules 22.)	deceit,  discord,  display,  destitute,  distance,  distract,  disport,  disaster.
40. every.		everywhere,  - thing,  - one,  - day,  - other.

































PREFIXES	SIGNS	EXAMPLES
41. ex, exter, extra, extre, extri, excel	initial sign "e" placed over the following sign.	exact, exhaust, expose, external, extract, extricate, excellent, extradition.
42. enter, inter, intro, intru.	sign "r" / crossed by the following word.	enterprise, internal, interview, - course.
43. for, fore.	sign "f" \ joined to the word.	forbid, foretell, forward, forecast.
44. good.	sign "g" / joined to the word.	goodeal, goodwhile, good time, good day
45. indes, indest, indis, indist	sign "in" — joined to long "d". (see rule 22.)	indescribable, indistinct, indispensable, industrious, indisciplinable, indestructible.
46. ins, inst	accent (in) \ placed above the sign.	institute, inspire, instigate, installation.
47. magra, magne, magni	"m" C sign close to the following sign.	magnanimous, magnetic, magnify, magnitude.
48. mis	small "m" c sign close to the following sign.	misprint, misquote, mistake, misfit, miscarry.
































PREFIXES	SIGNS	EXAMPLES
49. misunder.	"m" and "d" joined, see "under".	misunderstood.
50. multi.	sign "m" crossed by the following sign.	multiply, multiple, multiform, multicolor.
51. out.	sign "ow" joined to the word.	outlet, outpour, outsell, outcast, outlive.
52. over.	sign "o" placed over the following sign.	oversight, - shoot, - head, - take, - throw, - set.
53.	"r" and "k" joined and placed above next sign.	incile, recommend, recognize.
54. resp, rest.	"r" / sign placed close to the next sign.	respectfully, respiration, restriction.
55. sub, subs, sur.	small "s" sign placed above the next sign.	submit, - stract, surplus, suggest, survey.
56. tran, trans.	sign crossed by the following sign.	tranquil, transact, transpire, - mit, - plant, - form.
57. under.	"d" — sign placed over the rest of the word or of the next word.	transcribe, - late, - verse, - it, - port.
		undergo, - rate, - neath, - value, - hand, - the table.

PREFIXES	SIGNS	EXAMPLES
58. unex.	signs "un" and "e" joined to the final.	unexpected,  unexplored.
59. uninter.	"un" and "r" joined and crossed by the following sign.	uninterrupted,  uninterested.
60. unpre, unpri, unpro.	"un" and "p" joined and placed above next sign.	unprofessional, - fitable,  unprepared, - judiced.
61. unrest.	sign "u" and "r" joined and placed close to the next sign.	unrestriction. 



62 The suffixes are not employed to as great an extent as the prefixes, as in the majority of cases the word is abbreviated before the suffix is reached. Still, suffixes are surely useful in words of three or more syllables, and it is well to be thoroughly familiar with their forms so that they may be readily used when occasion demands.

SUFFIXES	SIGNS	EXAMPLES
63 able, ible	a dot under the last sign	formidable,  formidable, abominable,  abominable, admissible,  admissible, favorable,  favorable,
64 ably, bly, ibly, adly, edly, idly, etly, itly.	suppression of "l"	destructible,  destructible, assembly,  assembly, inaccessable,  inaccessable, susceptible,  susceptible, notably,  notably, terribly,  terribly, gladly,  gladly, flatly,  flatly, repeatedly,  repeatedly, cheaply,  cheaply, fitly,  fitly, hereafter,  hereafter, draughter,  draughter, laughter,  laughter, material,  material, professional,  professional, doctrinal,  doctrinal, generalism,  generalism, favoratism,  favoratism, optimism,  optimism, baptism,  baptism, brutality,  brutality, celerity,  celerity, affability,  affability, nudity,  nudity, credulity,  credulity, familiarity,  familiarity, agility,  agility,
65 after	sign " \ " joined to the word.	
66. al, ial	sign " ^ " over last sign.	
67. alism, ism, sim, tism.	small "m" sign " c " placed near the last sign	
68. ality, elity, ility, arity, erity, irity	sign " ~ ^ c > " written across end of word, points of crescent outward.	

SUFFIXES	SIGNS	EXAMPLES
69. alities, elities, ilities, arities, erities, irities.	sign " ~ ~ ~ ~ " written across end of word, points of crescent inward	probabilities,  possibilities,  moralities,  responsibilities, 
70. ance, ence, lance.	sign " - - - " written across the last sign.	opportunities,  deities,  reliance,  convenience, 
71. atic, tic	see "graphic"	remonstrance,  reference,  administrative,  communicative, 
72. ative, etive, itive.	sign " \ " under last sign.	talkative,  superlative,  expeditively,  proportion, 
73. atively, etively, ly, itively.	sign " / " under last sign.	relatively,  effectively,  operation,  omission, 
74. cian, cion, sion, tion.	sign " o " joined to the end of word, written in the same direction as preceding sign	physician,  provision,  option,  addition, 
75. cians, sions, tions	loop " o " joined to end of word, written in the opposite direction of preceding sign	notion,  operations,  proportions,  notions,  physicians,  additions,  provisors, 

SUFFIXES	SIGNS	EXAMPLES
76 deousness, geousness, tiousness, sciounness	sign " > " close to end of word.	consciousness, gorgeousness, grievousness.
77 erior	sign ") " joined to end of word	superior, inferior, interior, exterior.
78 eriorly	sign ") " joined to end of word.	anteriorly, posteriorly, ulteriorly.
79 erly	suppression of " r l "	properly, motherly, latterly, bitterly
80. ful, full	sign " \ " joined to the word.	useful, beautiful, armful, shameful, fitful
81 fully	sign " \ " joined to end of word	plentifully, awfully, carefully, gracefully
82 fulness	sign " \ " joined to end of word.	awfulness, forgetfulness, mirthfulness
83. graph	sign " \ " under last sign.	telegraph, phonograph, mimeograph, geograph
84 graphy	sign " \ " under last sign.	stenography, pornography, caligraphy
85. graphic.	sign " / " under last sign.	lithographic, cosmographic, chirographic, pornographic.

SUFFIXES	SIGNS	EXAMPLES
86. graphic, ally, phically, ically.	sign " / " under last sign.	scientifically, artistically, philosophically.
87. ingless.	sign " / " under last sign.	meaningless, seemingless, ceasingless.
88. ingly	sign " / " under last sign.	wittingly, laughingly, willingly, knowingly.
89. ingness	sign " > " under last sign.	charmingness, willingness, becomingness.
90. ings, nings.	sign " o " written con- trary to rules 20, 23 & 30, Elem. Course.	kings, rings, soundings, springs, strings, facings.
91. itude, titude.	Dot over last sign.	multitude, promptitude, magnitude, fortitude.
92. less, lous.	sign " / " joined to the word.	heedless, heartless, frivolous, quarrelous.
93. lessly, lously.	sign " / " joined to the word.	faultlessly, jealously, zealously, artlessly.
94. lessness, lousness.	sign " / " joined to the word.	thoughtlessness, faultlessness, lawlessness, matchlessness.
95. manship, ship.	sign " " close to last sign.	workmanship, penmanship, friendship, warship.

SUFFIXES	SIGNS	EXAMPLES			
96. ment (1)	accent " - " (ën) over end of word.	judgment,	document,	establishment,	augment.
97. ness.	(see deousness).				
98. self, selves.	signs " \ " joined to the word.	myself,	him.,	it,	themselves, yourselves.
99. sional, tional.	sign " / " joined to the word.	conditional,	sessional,	additional,	rational.
100. tionally.	sign " / " joined to the word.	professionally,	rationally,	proportionally.	
101. sionaries, tionaries.	sign " / " joined to the word.	dictionary,	missionaries,	functionaries.	
102. sionary, tionary.	sign " / " joined to the word.	probationary,	discretionary,	revolutionary.	
103. sionate, tionate.	sign " / " joined to the word.	passionate,	affectionate,	proportionate.	
104. tioneer, tioner.	sign " / " joined to the word.	auctioneer,	petitioner,	practitioner,	probationer.
105. ward, wards.	sign " / " joined to end of word.	forward,	westward,	backward,	upward, onward
106. with.	sign " - " joined to the word.	forthwith,	herewith.		

(1) Those practising French, might use the "an" accent.

107. The following words which occur very frequently may be joined together in phrasing :

And	And-the,	and-this or when,	and she,	and-his,	and-in,	and-on,	and-there,
	and-what,	and-was,	and should,	and-which.			
At	At-the,	at-his,	at-her,	at-you-r-s,	at-them,	at-those,	at-him,
	at-once,	at-all,	at-last.				
Did	Did-the,	did-I,	did-you,	did-we,	did-he,	did-she,	did-my,
	she-did,	you-did,	we-did,	they-did.			I-did,
For	For-the,	for-this,	for-that,	for-those,	for-me,	for-her,	for-him,
	for-which,	for-a,	for-all,	for-their,	for-these,	for-my	for-them,
From	From-the,	from-this,	from-that,	from-those,	from-me,	from-you,	from-us,
						from-him,	from-her,
						from-a	

I	I will-be-able, I have-not-been-able, In-a, in-ad, Is-a, is-in, is-this, is-there, It-is-them, Of-a, of-all, On-a, on-an, on-that, on-the, on-those, on-what, That-is,	I will-not-be-able, I have-had, in-a, in-her, in-his, is-there, is-this-a, is-this-his, it-has-not, it-will-not, of-the, of-that, of-this, of-those, on-that, on-the, on-this, on-her, on-his, on-it, on-their, on-no, on-them, on-these,	I did-not, I have-not-had, in-the, in-these, in-those, in-their, in-my.	I would, I have-given, I would-not-be-able, I have-made, is-this-her-s, is-this-your-s, is-on, is-it, is-it-not-the.	I have-been, I have-done.
In					
Is					
It					
Of					
On					
That					

This	This-is-a, Was-what, What was, what-was-he-she.	this-is-not, was-a, what-is, what-was-he-she.	this-is-his-her-hers, was-not, what-is-the, what-was-he-she.	this-in, was-he, what-that, what-was-he-she.	this-and, was-she, what-this, what-is-a, what-was-the,	this-when, was-it, what-is-a, what-was-the,
Was						
What						
When	When-a, With-a, with-him, Would-a,	when-this, with-the, with-his, would-I,	when-we, with-us, with-me, would-be,	when-you, with-that, with-you, would-she,	when-they, with-those, with-whom, would-we,	when-these, with-these, with-which, would-you,
With						
Would						

CONCLUSION

SUPPRESSION OF WORDS OR ELLIPSISSES

108. Notwithstanding the fact that one can attain a great, a very great speed in the exclusive application of the rules, prefixes and suffixes contained in this book, the work can yet be considerably simplified in throwing overboard all the words that are not of an absolute necessity in stenography, such as articles, conjunctions, propositions, adverbs, personal pronouns, &c.

Practice enables us to truncate phrases without hesitation and logically ; this elimination must be done methodically and intelligently so that the letters, the words so omitted can be easily recovered.

Writing will be, then, no longer the photography of speech but only a sketch of it, faint and odd perhaps, but always recognizable.

To the student who wishes to become a Court Official Stenographer or fill such positions where very great rapidity is required we recommend our "Fifteen Hundred Abbreviations".



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* Course by Correspondence.

† English and French Stenography.

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